

**Paper Reference 31761H  
Pearson BTEC Level 3  
Nationals Certificate, Extended  
Certificate, Foundation Diploma,  
Diploma, Extended Diploma**

**INFORMATION TECHNOLOGY  
UNIT 2: CREATING SYSTEMS TO  
MANAGE INFORMATION  
(PART B)**

**Thursday 14 January 2021 – Morning**

**Time: 2 hours plus your additional  
time allowance.**

**INSTRUCTIONS TO  
INVIGILATORS**

**V67698RA**

## **INSTRUCTIONS TO INVIGILATORS**

**This paper must be read in conjunction with the unit information in the specification and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document.**

**See the Pearson website for details.**

**Refer carefully to the instructions in this task booklet and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document to ensure that the assessment is supervised correctly.**

**The 2 – hour Part B set task must be carried out under examination conditions.**

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**The database and electronic templates for Activities 6 and 7 are available on the website for centres to download for candidate use.**

**Learners must complete this task on a computer using the templates provided and appropriate software. All work must be saved as PDF documents for submission.**

**Invigilators may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.**

**Invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.**

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## **MAINTAINING SECURITY**

- **Learners must not bring anything into the examination environment or take anything out.**
- **Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the examination environment.**
- **Internet access is NOT permitted.**
- **Learner's work must be regularly backed up.**

**Learners should save their work to their folder using the naming instructions indicated in each activity.**

- **During any permitted break, and at the end of the examination, materials must be kept securely, and no items removed from the supervised environment.**

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- **Learners can only access their work under supervision.**
  - **User areas must only be accessible during the examination session and only by the individual learners.**
  - **Any materials being used by learners must be collected in at the end of the examination.**
  - **Following completion of Part B of the set task, all materials must be retained securely for submission to Pearson.**
  - **Part A materials must not be accessed during the completion of Part B.**
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## **OUTCOMES FOR SUBMISSION**

**Each learner must create a folder to submit their work.**

**The folder should be named according to this naming convention:**

**[Centre #]\_[Registration number #]\_  
[surname]\_[first letter of first name]\_  
PartB**

**Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled**

**12345\_F180542\_Smith\_J\_PartB**

**Each learner will need to submit 3 PDF documents AND their final database within their folder.**

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**Outcomes for Submission. continued.**  
**The 3 PDF documents should use these file names:**

**ACTIVITY 6:**

**activity6\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 7:**

**activity7\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**ACTIVITY 8:**

**activity8\_[Registration number #]\_  
[surname]\_[first letter of first name]**

**An authentication sheet must be completed by each learner and submitted with the final outcomes.**

**The work should be submitted no later than 18 January 2021.**

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